

## Public Safety & Judiciary Committee

Wednesday, December 8, 2010

9:00 a.m. – Conference Room A260

### MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call: All in attendance. Chief July, Sheriff Renner, Sandra Green, Becky Kirslenlohr,
4. Approve the Agenda. Agenda Approved. Motion to approve agenda. James/Sumpter, MC/UN
5. Approve minutes of prior meeting. Minutes Approved. Motion to approve minutes. Sumpter/Ward, MC/UN
6. Public participation (*If requested by the Committee Chair*). None.
7. Correspondence. None.
8. Action items brought forward from November meeting.

Per Supervisor Sumpter:

  - a) Discussion to ban the substance K-2 from sale and use in Adams County. Chief July provided more information regarding the K2 ban. The local paper included Chief Hanson including a Cease and Desist order immediately regarding the use of K2. Many other counties have ordinances against the use of K2. The Committee has asked Chief July to draft an ordinance to bring back at the next meeting. Chief July will draft this document and will try to move it forward through Corporation Counsel and the committee. Motion to have Chief July draft an ordinance to present to the committee for review. Sumpter/Ward, MC/UN

Per Supervisor Keckeisen:

  - a) Discussion/action on 2011 Training for the Sheriff's Department.
 

Supervisor Keckeisen wanted to review the training standards for the Sheriff's Department to be sure they were at least getting the minimum. Chief July explained regarding the types of training that arise during the course of the year and how lodging, meals and training fees are applicable. Supervisor Keckeisen is looking at more of the trainings that come out of Madison regarding drugs. Other questions were range and traffic stop training which were held one time this year. Lt. Carlson was instructed to have a range in November or December but has not been scheduled yet. There are a lot of things that influence how the trainings get done. It's hard to get training scheduled but we do our best. Supervisor James inquired about First Responder training. Sheriff Renner said it is another training which has been out for several years. Rome and Adams PD both have First Responders and we don't respond to all ambulance calls. It is one more thing they could be trained in and we will check into it at some point. The process of providing this training to our officers could open up liabilities on behalf of the Department as when they respond to an emergency and could be subject to more litigation. Supervisor James would like more information on CPR/First Aid and AED equipment. Captain Beckman advised Supervisor James that there is an AED for each Patrol Deputy and how they check them out/turn them in, and that all Patrol Deputies were trained and current on CPR and AED.
  - b) Discussion and possible action on the contracts with the towing companies. If a person calls in for a towing it is by preference which was explained by Chief July. He also explained how towing companies are called and in what order. Supervisor Keckeisen would like to know which ones are in the County and which ones we use more often than the other. Fischer's Towing has invoices which were not paid from three or four years ago which were held by another Department. Supervisor

Keckeisen will get a hold of Fischer's Towing and ask him to bring copies of the invoices so this can be addressed.

9. Coroner – Not Attending.  
Review of Vouchers and Monthly Expense Reports.
10. Family Court Commissioner – Dennis McFarlin – Not Attending.
11. Child Support – Deb Barnes – Attending.  
Review Performance Measures for November, 2010. There will be a State-wide conference call to explain and discuss the new performance requirement on arrears collections. Best practices will also be discussed by BCS and the counties in attendance. Deb provided explanation of some of the delinquent situations in the Department and how they will attempt to collect these. The Cooperative Agreement with Legal, Corp Counsel and Sheriff have been approved and signed.  
Review Check Summary. Reviewed, no questions.  
Discuss Office Activities. Discussed.
12. Clerk of Circuit Court – Dee Helmrick – Attending.  
Summary Report of Expense Vouchers submitted for payment.  
Approve conference/training, if any (none to note)  
Discuss General Operations of Department. The position for the Collections Clerk is going to the newspaper this week and applications will be taken and interviews performed over the next month.  
Community Service Coordinator's Monthly report
13. Register in Probate – Terry Reynolds Warner - Unknown if attending.
14. District Attorney – Janis Cada – Attending.  
Review of Vouchers and Monthly Expense Reports. Reviewed.  
Update on storage room project. When prepared the 2011 budget to request shelving, they opted to do one wall at a time instead of two walls. There will be 14 file cabinets taken out of this room and advertised to the other County Department to be given away. The storage areas within each Department in the County are at a lack of space for storage of files. At some point we will need to look into alternatives for storage of files which need to be kept.
15. Emergency Management – Jane Gervais - Not Attending.  
Vouchers/Purchase orders, review of November.  
See written report.
16. Sheriff's Department – Sheriff Renner and Chief July  
Sheriff Renner – Communications – Attending.  
Animal Shelter/Animal Control Officer Report (reports in packet).  
Department Operations. Resolution introduced by the Sheriff's Department and the PS&J Committee to recognize Kyra for her years of service to the Department. Supervisor Sumpter read the Resolution to everyone. Motion to approve the Resolution be submitted for inclusion in the County Board meeting for December and then be presented to Deputy Orlowski at the meeting. Sumpter/Ward, MC/UN  
Approve Conference/Training if any. None. Supervisor Sumpter will take care of placing this on the County Board Agenda.  
Joanne Sumpter provided a Letter of Resignation to the County Board. The Department has been extremely busy with the media regarding the Clark Homicide Case. Larry Clark has been charged with several different charges including the Homicide. Something that concerns Sheriff Renner is the home invasion on County B. The situation was explained as to how this occurred. Sheriff Renner's concern for the citizens of letting strangers in their home was expressed. People are still letting strangers into their

home for various reasons and excuses and the public needs to be sure to not let anyone into their home they do not know. The Department is busy right now with other calls on accidents because of the weather, otherwise things are going smoothly.

Sheriff Renner wanted to know if H&HS would like a vehicle we have available. The Sheriff has held onto this vehicle which is a 2007 that can be transferred over. Supervisor Sumpter will check into this opportunity and will get back to the Sheriff's Department.

Chief July – Attending.

Becky Kirslenlohr: Consolidated Food Management / Contract Extension Offer. The letter was written for Corporation Counsel and given to Jack. What Jack said was he cannot talk to Becky because she is not an employee of the ACSD. The contract can be extended and does not have to go to the full board. However, he does recommend they get one offer from another company. This is a recommendation not an order. The RFP's are very extensive to create and this would take a lot of time as they are approximately 20 pages long. Chief July read the recommendation from Corp Counsel as a recommendation to accept RFP's on an occasional basis as it has been since 2000 since the last RFP was provided. Ms. Kirslenlohr explained the rate increases of the past 10 years compared to CPI, which is 3.48% for 2010 and only raised rates twice in that time and in 2007 gave the .15 cent meal decrease by making adjustments to scheduling and buying power to lower costs. It should be stated the extension of contract is for 5 years starting Dec.1st 2011, with no rate increase also for the 5th year of current contract starting Dec.1st 2010. **Motions were made by Ward/Sumpter to accept the extension offer. The vote was 4-1, Sumpter/Ward/Sebastiani/Keckeisen – YES / James - NO.** The Committee directed Captain Beckman to deliver the extension document to Corporation Counsel for review. The PS&J is requiring the document be returned by 12/15/2010. The PS&J Committee will finalize and return the document to Becky before Dec.31st 2010. MC/UN.

Approval of vouchers and monthly expense report. Discussed and approved.

Discussion/Action on Health Professionals Contract for 2011. Copies of the contract were placed in each Supervisor's mailboxes.

Various questions on the vouchers were discussed and explained by the Sheriff's Department.

James/Sumpter to approve the vouchers as submitted. MC/UN

Approval of plumbing work in the jail. The drainage issue is still occurring in the laundry room. The starting of the wash cycles at separate times is not working to adequately drain. The estimate was included in the supervisor's packet. Captain Beckman provided information from maintenance on how problem is occurring and explained the situation. The solution was explained by Captain Beckman by cutting out 36" of concrete, removing the 2" drainpipe and placing a 4" drain pipe. Motion by Keckeisen/Ward to fix the laundry room flooring.

Update on Patrol Deputy Position. That has gone through the process and is advertised. The closing date for applications is December 30, 2010.

Discussion/Action on Inmate Safe keepers. Received a call from Monroe County inquiring if we would be interested in taking Safe keepers and would we charge them for beds that weren't being utilized and a few other issues. Chief July said he would need to discuss this w/the Jail Captain. They are considering negotiating a contract with the Department in the future but are also inquiring with other counties.

Chief July is asking for leeway on pricing for Safe keepers. Motion by Keckeisen/James to .....

Approval of Department Job Descriptions. Motion by Ward and Sumpter to table until next month's meeting. Please provide the changes from the old to the new PD's.

Approvals of a five minute break at 10:37 am.

Motion to bring the meeting back to order at 10:50 am.

Sam Wollin will be attending the New Sheriff's/Chief's conference. January 24-January 28<sup>th</sup>.

17. Medical Examiner – Angela Hinze – Will try to attend.

Discuss the vehicle we found. Present information found on a particular vehicle at Arlington Motors. There is a warranty with the vehicle and repairs will be provided by A-F Motors in Adams. It is agreed the vehicle does not need labeling. Angela inquired about radios that could be provided to the ME's and Deputy ME's and Sgt. Wollin informed her we do have extra radios as they just changed out their old ones to new ones.

Discuss the applications for positions. Copies were handed to the Committee by Angela. There were three applications received to the County for these positions. The three people interested are current Coroners and the decision is to still go through the course of the interview process. Angela presented to the "Columbia County Medical Examiner's Office Invoice Log" to show how invoices are paid. Medical Examiner office department operations in general. Several handouts were distributed regarding how the budget would be tracked. Monthly handouts, voucher processing and invoice payments, etc. will be submitted to the PS&J on a monthly basis. Letters of changeover will go to all the business associated with the ME's office which will include charges associated with the services which the ME will be providing.

18. Approval of all vouchers and monthly expense reports. James/Ward, MC/UN

19. Set next meeting date. Next meeting set for January 12, 2011 at 9:00 am in Conference Room A260.

20. Action items for next meeting.

Supervisor Sumpter said thank you to everyone on the committee.

21. Adjournment: Meeting adjourned at 11:30 am. Motion by James/Sumpter, MC/UN

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.

*These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / James / Keckeisen / Sumpter / Ward / Renner / July / Beckman / McFarlin / Cada / Scheel / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Kirslenlohr